

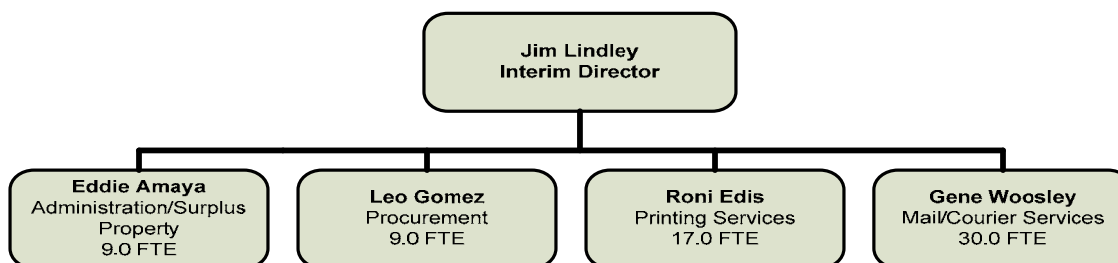
PURCHASING

Jim Lindley

I. MISSION STATEMENT

The Purchasing Department is dedicated to manage for our customers the most cost-effective and efficient procurement of quality goods and services in support of the County of San Bernardino mission and goals. We will accomplish this through exceptional customer service, innovative processes, and sound business practices. In addition, we provide in-house services such as comprehensive mail services, printing, and surplus property and storage operations through three internal service programs (Mail/Courier Services, Printing Services, and Surplus Property and Storage Operations).

II. ORGANIZATIONAL CHART



III. DESCRIPTION OF MAJOR SERVICES

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-Governed Districts. In addition, Purchasing is responsible for the management of three internal service programs (Mail/Courier Services, Printing Services, and Surplus Property and Storage Operations). Purchasing also manages and arranges for the sale of county surplus property.

The Purchasing Department strives to provide service to all county departments, Board-Governed Special Districts, and outside agencies and municipalities with sources of quality products with reasonable prices and timely deliveries. All willing vendors will be given the opportunity to provide pricing on their products and services in a fair, open, and competitive environment. Purchasing accomplishes this mission by treating each department, employee, and vendor with respect, integrity, and understanding. By extending this treatment to all, Purchasing fulfills the purchasing obligation of the County of San Bernardino.

IV. 2005-06 ACCOMPLISHMENTS

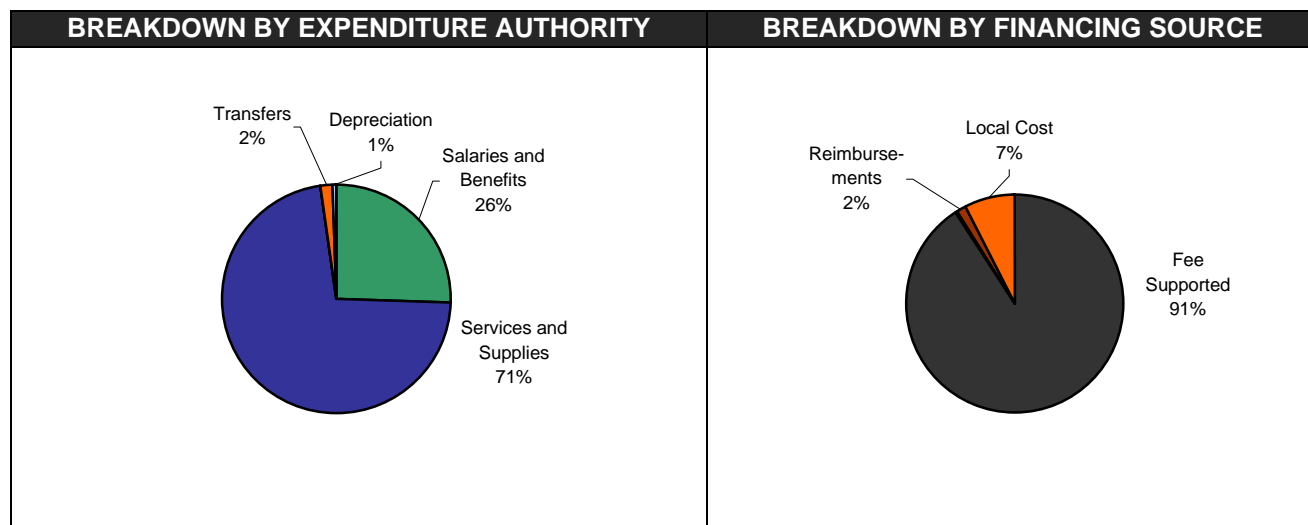
- Awarded the “Achievement of Excellence in Procurement (AEP) Award” for 2005.
- Assisted in Relief Effort for Hurricane Katrina.
- Rolled out the Cal Card Program countywide.

V. 2006-07 SUMMARY OF BUDGET UNITS

	2006-07				
	Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
Purchasing	1,235,858	35,000	1,200,858		15.0
Surplus Property and Storage Operations	4,500,088	4,637,023		136,935	8.0
Mail/Courier Services	7,463,766	7,548,000		84,234	31.0
Printing Services	2,560,028	2,586,287		26,259	16.0
TOTAL	15,759,740	14,806,310	1,200,858	247,428	70.0



VI. 2006-07 BUDGET



VII. GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: INITIATE AND CONDUCT A COUNTYWIDE QUARTERLY TRAINING PROGRAM THAT TRAINS COUNTY EMPLOYEES ON SPECIFIC PROCUREMENT AND THE INTERNAL SERVICE FUNDS POLICIES AND PROCEDURES.

Objective A: Train Purchasing staff to conduct the training.

Objective B: Advertise training on Countyline and through the Annual Training List. Schedule County employees to attend the training.

Objective C: Survey county employees who have attended the training to receive feedback.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
1B. Percentage increase of county employees who have been trained by Purchasing in specific Procurement and Internal Service Funds policies and procedures (150 employees in 2005-06).	N/A	15%	20%	40%

Status

The Purchasing Department conducts annual procurement training in the spring for all county employees. This proposed training would supplement the current training by focusing on specific topics that have been chosen by Purchasing users who attend the annual training. The training will be conducted in small groups and will be no longer than two hours. The training will be free of charge and will take place at the Purchasing Department. The goal of the training is to have Purchasing customers (county employees) purchase more efficiently within their respective departments, and to inform county employees on the services offered by Purchasing's three Internal Service Funds (Mail/Courier Services, Printing Services, and Surplus Property and Storage Operations). The training will enhance both performance and compliance throughout the county.



GOAL 2: INCREASE THE NUMBER OF BUYER II'S THAT EARN THE C.P.M. ACCREDITATION WITHIN THE PURCHASING DEPARTMENT.

Objective A: Acquire training materials from the Institute of Supply Management or attend classes conducted by the California Association of Public Purchasing Officers (CAPPO).

Objective B: Have Buyer II's take and pass appropriate exams for Certified Purchasing Manager accreditation.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
2B. Percentage of Buyer II's that have earned the C.P.M. accreditation (current staff is 10 Buyer II's).	N/A	10%	10%	20%

Status

The Purchasing Department encourages its staff to acquire the highest certification possible for their profession. For purchasing professionals such as Buyer II's and Buyer III's, there exists the Certified Purchasing Manager (CPM) accreditation. The CPM is nationally accepted as a standard of competence and knowledge for the purchasing and supply management field. The end result is a professional, qualified, and knowledgeable staff that is fully trained in all county, state, and federal purchasing laws and statutes.

GOAL 3: RE-ADVERTISE THE CAPABILITIES OF THE INTELLIGENT INSERTING OF MAIL TO COUNTY DEPARTMENTS AND ANY OUTSIDE AGENCIES AND MUNICIPALITIES.

Objective A: Have Purchasing Business Systems Analyst II, ISD, and the Bell & Howell Company assist with sessions geared to County employees on the capabilities of intelligent inserting.

In order to fully utilize the latest technology that Mail/Courier Services offers, information sessions will be conducted at various dates throughout the year explaining the advantages of using intelligent inserting technology. Intelligent inserting equipment is able to read barcodes printed on each piece of mail to obtain information about the length of the document and which inserts are to be included with it. Running at speeds up to 8000 pieces per hour, automatic inserters accurately complete even the most complicated mailings faster than ever before.

GOAL 4: STANDARDIZE THE CURRENT REQUEST FOR PROPOSAL (RFP) PROCESS TO CREATE AN RFP TEMPLATE FOR ALL COUNTY DEPARTMENTS TO USE.

Objective A: Standardize two RFP templates (one for services and one for supplies).

Objective B: Post templates on the department shared drive and Countyline. Update templates as changes occur.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
4B. Percentage of changes that are posted to the templates as they occur.	NEW	NEW	NEW	100%

Multiple RFP templates are being used currently within the Purchasing Department and throughout the county. By creating two RFP templates (one for services and one for supplies), the department will become more efficient and accurate in preparing and releasing RFPs. These templates would be posted on the department's shared drive, and also on Purchasing's web site on countyline by the end of the first quarter of 2007-08. This would give access to all county employees. Both templates would be updated continuously by department staff as clauses are added and deleted. Having standardized RFP templates would streamline the contract process, thus creating a more efficient process for county departments and vendors alike.



GOAL 5: CREATE AN INTERACTIVE REQUISITION FORM AND POST ON THE PURCHASING WEB PAGE ON COUNTYLINE.
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Objective A: Have Printing Services create an interactive template.

Objective B: Run a series of tests to see the validity of the interactive template.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
5B. Percentage of County Departments that use the interactive requisition.	NEW	NEW	NEW	50%

An online Purchasing requisition form will be created by Printing Services. This online requisition form will not take the place of the hardcopy requisition form that is out in current circulation, but will supplement it. County employees will be able to access the online requisition from Purchasing's web site on Countyline, fill it out, and then print it utilizing carbon copy paper. Having an online requisition form will enable departments to readily edit their requisition, and will also prepare departments for the New FAS, which will incorporate online input of requisitions.

The Purchasing Department business plan is a living document and is intended to guide the work and decisions of the Purchasing Department on an ongoing basis. The business plan will be modified on a yearly basis. The Purchasing Department has organized its strategic goals and objectives to coincide with the strategic priorities set by the County of San Bernardino.

VIII. 2006-07 APPROVED ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

The department did not have any approved policy items for 2006-07.

IX. 2007-08 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

The department is not requesting any additional general fund financing for 2007-08.

X. 2007-08 PROPOSED FEE ADJUSTMENTS

The department is not requesting any proposed fee adjustments for 2007-08.

If there are questions about this business plan, please contact Jim Lindley, Director, at (909) 387- 4821.
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